

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 2 - COUNCIL PROCEDURES

CP 91-2.02 **Council Process**

Adopted October 7, 1991

Revised November 4, 1996

Revised March 5, 2001

Revised October 15, 2003

Revised December 18, 2006

Revised November 7, 2011

2.02.010 **Purpose**

To establish a policy regarding Council's public hearings, rules of order, and standing committees.

2.02.020 **Policy - Public Hearings**

It is the policy of the City Council to ensure full, complete, and orderly participation at all public hearings and to ensure participation is done in a fair and succinct manner for all concerned.

2.02.021 As each public hearing item is announced, a specific time limit may be established by the Mayor. The Mayor shall determine the number of speakers and allocate the time accordingly. The time limit may vary according to the complexity and/or controversial nature of the hearing matter, but equal time will be provided to both proponents and opponents. The time limit will not include answers to questions or staff reports. Rebuttal time will be allocated if requested.

2.02.022 If, as the public hearing develops, more time is necessary, by majority vote of the Council, the time limit for both sides may be extended.

2.02.023 Should either the original or extended time limit expire and parties have not had an opportunity to speak, the hearing may be continued until the next regular Council meeting and the process may be repeated for the continued hearing at that meeting.

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2.02.024 Copies of this Council Policy shall be made available to the general public.

2.02.030 Policy - Standing Committees

2.02.031 Formation

There shall be three standing committees:

Administrative Services Committee;
Human Services Committee; and
Urban Services Committee.

2.02.032 Areas of Responsibility

a. Administrative Services Committee

General Areas of Policy Review and Oversight

Cable TV issues
Financial policies
Fiscal impact review
Capital Improvement Program fiscal strategy
Risk management/litigation issues
Personnel/labor relations issues
Council appointee evaluation
Legal administration
Budget strategies
Franchise renewal/rates
Audit services
Associated advisory board recommendations
Utility rates
Intergovernmental agreements
Economic development
Associated Boards and Commissions

City: Budget Commission
 City Legislative Committee
 Economic Development Commission

External: Economic Vitality Partnership
 Oregon Cascades West Council of Governments
 Willamette Criminal Justice Council
 Appropriate Economic Development funded agencies

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b. Human Services Committee

General Areas of Policy Review and Oversight

Internet issues
Social services
Park master plan
Law enforcement issues
Open space
Library service issues
Intergovernmental agreements
Recreation service issues
Library master plan
Arts and cultural issues
Housing issues
Associated advisory board recommendations

Associated Boards and Commissions

City: Arts and Culture Commission
 Citizens Advisory Commission on Civic Beautification and
 Urban Forestry
 Committee for Citizen Involvement
 Community Police Review Board
 Housing and Community Development Commission
 Library Board
 Commission for Martin Luther King, Jr.
 Parks, Natural Areas, and Recreation Board
 Public Art Selection Commission

External: Art Center Board of Directors
 Community Alliance For Diversity
 Community Policing Forum
 Visit Corvallis
 Madison Avenue Task Force
 Majestic Theatre
 United Way of Benton and Lincoln Counties

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c. Urban Services Committee

General Areas of Policy Review and Oversight

Annexations
Planning Commission recommendations
Watershed issues
Airport development
Structural Code enforcement
Hazardous materials
Water quality
Street construction/maintenance
Fire master plan
Capital Improvement Program
Facility/systems planning
Infrastructure issues
Intergovernmental agreements
Associated advisory board recommendations

Associated Boards and Commissions

City: Airport Commission
 Bicycle and Pedestrian Advisory Commission
 Capital Improvement Program Commission
 Citizens Advisory Commission on Transit
 Downtown Commission
 Historic Resources Commission
 Planning Commission
 Storm Water Planning Committee
 Watershed Management Advisory Commission

External: Benton County Solid Waste Advisory Board
 Willamette Neighborhood Housing Services
 Downtown Corvallis Association
 Traffic Committee, OSU
 Transit Committee, Linn-Benton

2.02.040 Review and Update

This Policy shall be reviewed every five years by the City Council and updated as appropriate.